



JTPA

Number: D95-6

Serving the People of California

DIRECTIVE

Date: August 7, 1995

69:116:mw

TO: SERVICE DELIVERY AREA ADMINISTRATORS
PRIVATE INDUSTRY COUNCIL CHAIRPERSONS
JTPD PROGRAM OPERATORS
EDD JOB SERVICE OFFICE MANAGERS
JTPD STAFF

SUBJECT: REPORTING INSTRUCTIONS FOR TEMPORARY JOB
PARTICIPANTS IN THE EARTHQUAKE AND STORM DISASTER
ASSISTANCE PROJECTS

EXECUTIVE SUMMARY:

Purpose:

This Directive transmits the special reporting instructions for participants in the Earthquake and Storm Disaster Assistance Projects.

Scope:

This Directive applies to all participants placed in temporary jobs in the Earthquake and Storm Disaster Assistance Projects.

Effective Date:

This Directive is effective upon issuance for participants who terminated after July 1, 1995.

REFERENCES:

U.S. Department of Labor (DOL) Letter Reference: 1995 Flood, NOO 06-94-05;
06 94-08

STATE-IMPOSED REQUIREMENTS:

This Directive contains state imposed requirements that are shown in bold, italic type.

FILING INSTRUCTIONS:

Retain this Directive until the completion of the Earthquake and Storm Disaster Assistance Projects.

BACKGROUND:

The State has received special instructions from the DOL for participants in the Earthquake and Storm Disaster Assistance Projects. Participants placed in temporary jobs are to be considered as receiving a retraining service. The special coding will allow the DOL to extract information about temporary job participants in these projects when the Standardized Program Information Reporting information is reported.

POLICY AND PROCEDURES:

The DOL request that all participants placed in temporary jobs should have the hours spent in temporary jobs be recorded as received **Other Employment Skills Training**. Special reporting instructions are outlined below.

Service Delivery Areas (SDA) Using the State Client Management System (CMS) and Nonstandard CMS:

Record the total hours the participant spent in a temporary job on the Job Training Partnership Act (JTPA) Completion Notice form, Item 40, Other Employment Skills Training, in the JTPA and non-JTPA hours field. Record whether or not the participant completed the temporary job assignment on Item 42, Training Complete, even though these are Title II only reporting items. An example is provided in Attachment A.

SDAs Using Job Training Automation System:

Record the total hours the participant spent in a temporary job on the JTPA Status Change form, Item 11, Other Employment Skills Training, in the JTPA and Other hours field. Record whether or not the participant completed the temporary job assignment on the Completed (Yes or No) field even though these are Title II only reporting items. An example is provided in Attachment B.

The DOL also has instructed us that postprogram follow-up is required for temporary job participants upon their termination from the project regardless of whether or not they are transferred to another funding source to receive additional training. Effective immediately, all temporary job participants should be submitted for postprogram follow-up when they are terminated or transferred from the project.

ACTION:

Bring this Directive to the attention of all appropriate staff.

INQUIRIES:

Please direct questions about this Directive to Quentin Turner at (916) 657-3545.

/S/ KATHY SAGE
Chief

Attachments are not available online. To obtain a copy e-mail JTPD at **JTPDLIB@EDD.CA.GOV** (subject line should read: "Attachment") or contact Jim Scholl at (916) 657-4610.

1. JTPA Completion Notice (JTPA 60 E2 Rev. 9 (7/93))
2. JTPA Status Change Termination of Active Enrollment (JTA 3 ESF (1-95))